

# Audiometric Testing / Training Program

- All employees, with exception of office staff, will undergo an annual audiometric examination conducted by a certified audiologist or by a technician who is certified by the Council for Accreditation in Occupational Hearing Conservation.
- All Baseline audiograms for new employees must be conducted within the first year of employment.
- All audiograms must be reviewed by an audiologist, Otolaryngologist, or physician to determine if there is a hearing loss, and if there is a need for further employee evaluation.

## Procedures

The Safety Committee Chairman is responsible for scheduling the annual audiometric exams and hearing conservation/education training. *Employees should be notified to avoid high levels of non-occupational noise exposure during the 14 hour period prior to the test.*

- Since these documents are protected by HIPAA, It is the Chairman's responsibility to ensure that the contractor performing the hearing testing services send ALL results and corresponding documents to the Director of Human Resources.
  - Hearing test results.
  - Medical referral letters.
  - STS Notifications.

## Testing Results

- **Standard Threshold Shift.** If the results indicate an STS, (Standard Threshold Shift) it will be one of two types, Recordable and Not Recordable.
  - 1) **Recordable STS.** In the event that the Director of Human Resources receives a recordable STS for an employee, he will within 30 days of the original test, schedule the employee to have a retest at the local Occupational Health Clinic at no expense to the employee. Arrangements must be made to have the results forwarded to the contractor who performed the original

hearing tests for analysis. The certified audiologist will review the results and classify them as either not persistent or confirmed.

- A. **Not persistent.** . . If the test is deemed to be not persistent by a certified audiologist, the employee does not require notification and retraining, and no entry is required on the OSHA 300 Form.
  
  - B. **STS Confirmed.** . . If the test confirms the STS, then the Director of Human Resources must inform the effected employee of the STS in writing within 21 days of receipt of the report, and the STS must be recorded on the OSHA Form 300 within 7 days of receipt of the report. The effected employee must sign for receipt of the notification letter and the original placed with his or her medical records. In addition, The Director of Human Resources will notify the Director of Public Works that the effected employee must be refit for hearing protection devices (HPDs) that reduce the exposure to 85dB or below, retrained on hearing protection, and require the employee to use the (HPDs) to reduce exposure to noise levels below 85dB.
  
  - C. **Not Recordable STS.** In the event that the Director of Human Resources receives a not recordable STS for an employee, he will inform the effected employee of the STS in writing within 21 days of receipt of the report, the effected employee must sign for receipt of the notification letter and the original placed with his or her medical records. The Director of Human Resources will notify the Director of Public Works that the effected employee must be refit for hearing protection devices (HPDs) that reduce the exposure to 85dB or below, retrained on hearing protection, and require the employee to use the (HPDs) to reduce exposure to noise levels below 85dB.
- **Medical Referral.** Medical referral letters will be issued to employees whose results indicate hearing issues that may need to be discussed with their personal physician. These letters are issued for criteria different from those used for determining the STS. In the event that the Director of Human Resources receives these letters he will issue them to the effected employee who must sign for receipt of the letter. The original is to be placed with his or her medical records. **The medical referral letters are for informational purposes and the employee is not required to seek medical attention. Any medical review will be at the employee's expense.**